

Admissions and Waiting List Policy

December 2022

09 Childcare Practice Procedures

09.1 Admissions and Waiting List

We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear, and open to all parents who apply for a place.

The setting is widely advertised in places accessible to all sections of the community.

Information about the setting is accessible, using plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.

Children with disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.

Where it is financially viable to do so, a place is kept vacant for an emergency admission.

The setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers and childminders are all welcome.

The setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability, whether gender, family structure, class, background, religion, ethnicity, or competence in spoken English.

The needs and individual circumstances of children joining the setting are monitored on New Starters Information form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.

05 and 05.01 Promoting Inclusion, Equality and Valuing Diversity Policies are shared and widely promoted to all.

Places are provided in accordance with a signed Written Parental Agreement form and New Starter Information form by both parents/carers, issued to every parent when the child is offered a place. Failure to comply may result in the provision of a place being withdrawn.

Allocation of places

Where places are available, Houghton and Wyton Pre-school will allocate places in accordance with the published criteria, on the following dates (or the next Pre-school Day following these dates).

Deadline for applications	For admissions in	Notified by
1 st April	Autumn term	End of May
1 st September	Spring term	End of September
1 st January	Summer term	End of January

Please note our Autumn term is our main intake and we cannot guarantee any further availability in subsequent school terms.

You will be contacted via email or telephone call the term before your child is due to start to confirm your child's place. If your application has not been successful due to over-subscription, you will still be contacted and asked if you would like to remain on the waiting list for the following term.

Parents are welcome to apply for a place at any time. A waiting list operates in line with the admissions policy. Applications received after the specified dates will be added to our waiting list and will be considered during the next round of allocations but do not take priority.

If additional places become available mid-year, the vacant sessions will initially be offered to children already on the register. If vacancies still remain, places will be offered to children on the waiting list who have reached the age of two years and nine months at the start of that term.

At Houghton and Wyton Pre-school we have 26 available places per morning session (9am-12pm), and 20 available places per whole day sessions (9am-3pm). We offer an optional breakfast club between 8am-9am with a maximum of 12 places available. We do not currently offer afternoon only sessions.

Children may attend for a minimum of 2 morning sessions per week. This is for consistency, to help children settle and have a positive experience at Pre-school.

Most children attend for 15 hours per week or more. We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children. Final decisions are at the discretion of the manager.

Admissions Criteria

A child with an Education and Health Care Plan (EHCP) which names the pre-school will be allocated a place.

A completed Enquiry Form with required sessions must be filled out and received as above. This can be found on our website or by collecting a hard copy from our office. Confirmation of receipt of a registration form by the pre-school does not guarantee you a place from your requested start date but does guarantee a place on the waiting list.

We accept Early Years funded three and four-year-olds from the start of term following their third birthday and non-funded children who have reached the age of two years and nine months old (or older) at the start of term. We also accept two-year-old funding for eligible children after they reach the age of two years and nine months old.

Children will be allocated a place based on their date of birth, with the eldest children taking priority. Once a place has been offered via email or telephone call, the relevant paperwork must be completed by the parents/carers before the child starts Houghton and Wyton Pre-school. It will be filed on the child's personal file by the business officer or manager. Forms to be completed include:

- My First Days – information about the setting
- New Starter Information Form - **contains personal information about the child and family that must be completed in full prior to the child commencing a place**
- Funding Form – required to access the government funded hours (a birth certificate or passport will need to be shown to a staff member for identification purposes)
- Written Parental Agreement – the basis by which we provide childcare
- Information Sharing Consent – gives permission to pass information onto another setting your child may attend or the primary school your child will move to
- All About Me – information about your child including their interests

A one-off administration fee of £35 is payable to cover your child's settling in process; including a home visit, one stay and play session (1 hour long), a book bag, a wooden name registration tag and the processing of new starter information. This fee must be paid before the home visit and is non-refundable.

Over-subscription

Where the number of applications exceeds the number of places available in the setting, Houghton and Wyton Pre-school will retain a waiting list. If your application is not successful due to over-subscription, you will be contacted and asked if you wish to remain on the waiting list.

The Waiting List

The waiting list is arranged in date of birth order and in addition may take into account the following: the age of the child, with priority being given to children eligible for the free early education universal and extended funding

- Children in care

- Length of time on the waiting list
- The vicinity of the home to the setting*
- Siblings already attending the setting
- The capacity of the setting to meet the individual needs of the child

*The distance between the home and the setting will be calculated by using 'google maps' and the information given on the application form. If you move house, please notify us as soon as possible.

Early Years Funding

Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE 2018) and any local conditions in place at the time. The universal offer of 15 hours free early education funding is available to all children from the start of the term following the child's third birthday.

If your child's birthday falls between:		15 hours universal offer starts:
1 st September	31 st December	Spring term (after Christmas)
1 st January	31 st March	Summer term (after Easter)
1 st April	31 st August	Autumn term (after Summer)

We are open for 38 weeks of the year. Our term dates can be found on our website and usually follow those of Houghton Primary School. The setting is also closed for bank holidays, public holidays and five professional training days each year.

The universal funding entitlement is up to 570 hours per year, taken as a maximum of 15 hours per week over 38 weeks.

The extended funding entitlement can be accessed if families meet a certain criterion and gives an additional 570 funded hours per year, taken as a maximum of 30 hours per week over 38 weeks. For more information and to check eligibility, go to the website www.childcarechoices.gov.uk

At the beginning of each term, you will need to fill in and sign a Parent/Carer Declaration Form.

If you have signed a Parent/Carer Declaration Funding form and either decide not to take up your place or to change provision partway through the term, you will need to discuss this change with your current provider. They will need to agree a change before you can be funded at another provision. It may be that you will need to pay the new provider until the following funding period.

Funding can be used at a maximum of two settings.

Funded hours can only be changed at the beginning of a term with 4 weeks prior notice.

Children with identified Special Education Needs and Disabilities (SEND)

The manager must seek to determine an accurate assessment of a child's needs at registration. If the child's needs cannot be met from within the setting's core budget, then an application for SEN inclusion funding must be made immediately.

Children with identified SEND must be offered a place when one becomes available as with any other child. However, the start date for children with more complex SEND will be determined by the preparations made to ensure the child's safety, well-being and accessibility in the setting. If a child's needs determine that adjustments need to be made, the manager must outline a realistic timeframe for completion, detailing the nature of adjustments e.g. risk assessment, staff training, health care plan and all other adjustments required. The child's safety at all times is paramount.

At the time of registration, the manager must check to see if a child's family is in receipt of Disability Living Allowance, if so, the manager must ask for evidence to enable them to claim the Disability Access Fund directly from the local authority. If the family is eligible but not in receipt of the allowance, the setting

manager will support the family in their application. More information can be found at www.gov.uk/disability-living-allowance-children/how-to-claim.

Preparation for admitting a child with SEND must be made in a reasonable amount of time and any delay in the child starting is scrutinised by the setting manager to avoid discrimination and negative impact on the child and family. During a preparation period the family and relevant agencies and the local authority must be regularly updated on the progress of the preparations.

Safeguarding/Child Protection

If information is provided by the parents that a child who is starting at the setting is currently, or has had involvement with social care, the designated person will contact the agency to seek further clarification. Parents are advised on how to access the setting's policies and procedures.

Further Guidance

Early Years Entitlements: Operational guidance for local authorities and providers (DfE 2018)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718181/Early_years_entitlements-operational_guidance.pdf

*This policy was adopted at a meeting of **HOUGHTON & WYTON PRE-SCHOOL PLAYGROUP***

To be reviewed as required.

Signed on behalf of the Parent Management Committee:



*Name of Signatory: **CLAIRE ANDERSON***

*Role of Signatory: **CHAIRPERSON***